



# LOS ANGELES COUNTY INFORMATION SYSTEMS COMMISSION

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## Members

Jonathan S. Fuhrman  
*Chair*

Alfred S. Samulon  
*Vice Chair*

William Chen  
Ying Tung Chen  
Marilyn G. Katherman  
Tom Ross

## MINUTES OF REGULAR MEETING of JANUARY 10, 2011

Room 372, Kenneth Hahn Hall of Administration

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### ATTENDANCE

#### Members Present

Jonathan Fuhrman, Chair  
Alfred Samulon  
Marilyn Katherman  
Tom Ross

#### Members Not Present

William Chen  
Ying Tung Chen

#### Others Present

Dave Chittenden, Internal Services Department  
Greg Melendez, Chief Information Office  
Robert Pittman, Chief Information Office  
Richard Sanchez, Chief Information Officer

#### Staff

Lee Millen  
Nyla Jefferson

### CALL TO ORDER

Due to the lack of a quorum, Chair Fuhrman called the meeting to order at 3:43 p.m. as a Committee of the Whole. A quorum was recognized at 3:45 p.m., and the meeting was called to order.

### CHAIR'S REPORT

There was none.

### CIO UPDATE

Richard Sanchez, Chief Information Officer, reported that funding for the LEADER project is presently secure and all parties are moving forward in preparing for its implementation. Measures to formalize IT budgets for Fiscal Year 2011-12 for each department is underway. A one-page document was distributed on IT Efficiencies Initiatives (copy on file), outlining the CIO's search to identify areas of potential cost savings and its work with the CEO to identify nine efficiencies that include centralizing technologies and software. To

date 26 out of 33 County departments have submitted identified efficiencies. The Chief Executive Officer requested each department to curtail their budget by 7%.

Mr. Sanchez stated there are other opportunities for centralization and standardization when considering CLOUD processing, and incorporating an e-mail hybrid developed in-house and with collaboration from outside sources. Funding is not currently available for new processes, and the Los Angeles County.gov link is the highest domain, then sub domains follow.

(Commissioner Ross joined the meeting at 3:45 p.m.)

Chair Fuhrman thanked Mr. Sanchez for a very informative presentation.

### **APPROVAL OF NOVEMBER 1, 2011 MINUTES**

On motion of Vice Chair Samulon, seconded by Commissioner Katherman and unanimously carried, the minutes of November 1, 2010 were approved.

### **UPDATE ON SECURITY SYSTEM CONTROLS**

Robert Pittman, Chief Information Office, reported that the Board's Information Technology Security policies # 6.100 thru 6.112 are being reviewed by the Information Security Steering Committee (ISSC); throughout last year, County Counsel reviewed and commented on these policies. A slight change in strategy occurred in October when departments expressed concern regarding employees' use of social media and their increased use of smart phones. To resolve their concerns, a subset of policies are being expedited since the vetting process is fairly lengthy; those policies are: 6.100 - Information Technology and Security; 6.101 - Use of County Information Technology Resources (including AUA); 6.105 - Internet Usage; and 6.110 - Protection of Information on Portable Computing Devices.

Mr. Pittman asked staff to change the agenda item heading to Countywide Information Security Program Update, which better addresses the Commission's interest. He proceeded by providing six updates.

#### **Enterprise Secure Email**

This initiative provides an e-mail encryption capability for department employees that have a regulatory or business requirement. This capability reduces the County's risks when sending e-mail that have confidential, sensitive, or personal information. The initial intent of this initiative was for regulatory (i.e., HIPAA/HITECH) purposes but has manifested to protecting other types of data (i.e., financial, personnel). Software licenses were provided to departments that exceeded 20,000. Each employee is required to have a license that enables the e-mail encryption capability.

#### McAfee Vulnerability Manager (MVM)

This initiative addresses Phase 1 of the County's Risk Management Program to provide a network layer vulnerability assessment software tool. Implementation of MVM software and hardware components is complete. The last phase is almost complete of the enterprise implementation; developing several documents (e.g., Scan Standard and Rules of Engagement) to assist departments in understanding the roles and responsibilities associated with initiation of network scans, hardware support, etc. The Auditor-Controller's Audit Division is part of the program and this process.

#### Enterprise Host Intrusion Prevention System (HIPS)

This new initiative addresses all County workstations and laptops to have a HIPS solution. Phase 1 requested departments to implement by December 17, 2010 in monitor mode. Phase 2 completes this initiative on March 1, 2011 that will block bad traffic for these workstations and laptops. This initiative provides zero-day protection from malicious software such as computer worms and viruses. Departments will not incur any additional costs since the HIPS component is part of an endpoint software suite provided by McAfee and Symantec, the County's anti-virus enterprise agreement vendors.

#### Board Information Technology Policies

Board Information Technology policies that are being fast-tracked (#6.100, 6.101 including the Acceptable use Agreement or AUA, 6.105, and 6.110) have been reviewed and approved by the County's Information Security Steering Committee, except policy 6.110 – Protection of Information on Portable Computing Devices.

#### Symantec Endpoint Protection (SEP) Security Assessment

The County's negotiated enterprise agreement with Symantec, Inc. provides three complimentary proactive security assessments annually. These assessments are specific to SEP that includes these software components: anti-virus, anti-spyware, and HIPS. An evaluation of configuration settings, identifying potential vulnerabilities, and other related tasks will be performed and reported. Three departments are participating; they are the Assessor, Child Support Services, and Public Health.

#### HITECH / HIPAA and Red Flags Rule Compliance

The Health Information Technology for Economic and Clinical Health (HITECH) Act of 2010 has increased the level of security and privacy protections for medical records, especially the electronic format. Therefore, much activity is being planned to ensure the County's compliance with HITECH, which is an extension of the Health Insurance and Portability and Accountability Act of 1996 (HIPAA).

Further, President Obama signed the Red Flags Rule on December 18, 2010, after several deadline extensions by the Federal Trade Commission or FTC. It addresses the establishment of an Identity Theft Prevention Program, enterprise policy, and several other areas that will have to be addressed.

Vice Chair Samulon reviewed his concerns with Mr. Pittman regarding the policies and covered key areas and recommendations, and submitted a file copy for review to Mr. Pittman.

Chair Fuhrman thanked Mr. Pittman for a very informative presentation.

### **REPORT ON PERFORMING A NETWORK PENETRATION TEST**

Robert Pittman, Chief Information Office, reported the Department of Public Works (DPW) is in the process of engaging a third-party vendor to perform a risk analysis and a security assessment that includes the performance of a network penetration test (external and internal). Specifically, DPW's Traffic Management System (TMS) is their focus for the identification of potential vulnerabilities and threats to the application and its environment. The test will include 16 Windows servers, 6 proprietary wireless access points, and numerous other areas will be assessed. This effort will identify the health posture of TMS and its environment. Findings from this engagement will be reported once completed.

DPW was the recipient of the County's Best Departmental Information Security Program Award for 2009 that is presented annually in support of the Countywide Information Security Recognition Program.

### **UPDATE ON THE PROGRESS OF IMPLEMENTING WEB X AND GO-TO-MEETING PROGRAMS**

Richard Sanchez reported that the pilot program was implemented with 152 participants using Cisco WebEx, and 91 using Citrix Go-To-Meeting. This month both companies will provide a report on identified potential savings. The firms were also asked to submit a proposal indicating the expense in providing these services to the entire County oppose to splitting the responsibilities. Internal Services Department (ISD) is assisting with the procurement side of the contract. The Department of Health Services, Mental Health, and Sheriff's among others have given positive responses. Video conferencing is also being considered. This technology is moving towards the desktop which poses a problem because of costly bandwidth services. Mr. Sanchez is working with ISD to establish a central infrastructure.

Vice Chair Samulon suggested the CIO consider Vokle and Yowie software that provides multi-conferencing on personal computers; they are start-up companies. Commissioner Ross recognized a great cultural change occurring in the County and hopes it provides a good cost effective model for the County. Mr. Sanchez replied that on the flipside quality

and systems in sync is always paramount.

**REPORT ON THE FIVE-YEAR TREND ON THE APPLICATION AND PROJECT PORTFOLIOS, AND ON DEPARTMENTS WITH CONTRACTORS**

This item was removed from the agenda.

**CONSIDER LETTER TO CEO REGARDING EFFICIENCIES GENERATED FROM WEBSITE SUGGESTION BOX(ES).**

Chair Fuhrman noted that he plans to contact the CEO's office prior to submitting a letter to the CEO regarding efficiencies. This item will be discussed at the next meeting.

**MATTERS NOT ON THE POSTED AGENDA (TO BE BRIEFLY DISCUSSED AND PLACED ON A FUTURE AGENDA)**

Commissioners were informed of the passing of Commissioner T. Austin Bordeaux. Staff was asked to inform Supervisor Mark Ridley Thomas' office of the vacancy. The next meeting is scheduled on March 7, 2011.

**PUBLIC COMMENT/ANNOUNCEMENTS**

There was none.

**ADJOURNMENT**

There being no further business, the meeting was adjourned in memory T. Austin Bordeaux at 4:57 p.m.